



SAMPLE LETTER

STEVEN CHU
DIRECTOR

Date

Name
Company
Address

Dear Mr./ Ms. _____,

On behalf of the Lawrence Berkeley National Laboratory and The Regents of the University of California, I am writing to thank you and _____ Name of Company _____
for your check in the amount of \$ _____ which will support
_____ PI Name _____ in _____ Division Name _____.
As you have directed, this gift will be used for _____ Scientific Purpose _____.

We appreciate your support and generosity. No goods or services have been or will be provided in exchange for your gift.

Sincerely,

Steven Chu

CC: Division Director Name
PI Name